

ADDING A PARTY

Step 1 - Search for a party prior to adding.

Before adding a party, a search of the database for the party must be performed. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.

To search by name, enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the Last/Business name field. The field size is 80 characters.

Search for a party

SSN	<input type="text"/>	Tax Id	<input type="text"/>
Last/Business name	<input type="text" value="Middle"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Enter the last name and click [Search].

Search Hints:

- ▶ Enter one field of data for each search.
- ▶ Format Social Security Number or Tax ID with hyphens.
- ▶ Searching is case sensitive - use upper and lower case. Include punctuation. (O'Brien)
- ▶ Try alternate search clues if your first search is not successful.
- ▶ Partial names can be entered.
- ▶ Wild cards (*) are not required at the end of search strings.

Step 2 - If there are no matches, the system will return a "No Person Found" message.

Search for a party

SSN	<input type="text"/>	Tax Id	<input type="text"/>
Last/Business name	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Party search results

No person found.

Step 3 - If “No person found” message displays, proceed to create new party.

Click [Create new party].

Step 4 - The PARTY INFORMATION screen displays.

Party Information

Last name	Middle Georgia Paper Prods	First name		
Middle name		Generation		Title
SSN	222-11-1234	Tax ID		
Office		Address 1	652 Main Avenue	
Address 2		Address 3		
City	Macon	State	GA	Zip
				31201
County		Country		
Phone		Fax		
E-mail				
ProSe	no	Role	Creditor (cr:cr)	
Party text				
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>				

Complete all applicable fields.

In the role field, be sure to change the role type to accurately reflect the role of the party you have added.

Click the [Submit] button.

Step 5 - The SELECT PARTY screen will display.

Select the Party:

Middle Georgia Paper Products, [Creditor] [Add/Create New Party](#)

ABC Loans, [Creditor]

Attorney, Joanna [Attorney]

Chase Home Mortgage, [Creditor]

GMAC, [Creditor]

Hope, Camille [Trustee]

Jimerson, Pandora H. [Debtor]

Sears, [Creditor]

Next Clear

The newly added party should appear in the party selection screen of the event being processed. Highlight that party's name to select.

Click [Next] button and proceed with the filing of your document.

If the system finds a match, the name(s) will display in the party search results list. You can highlight to select that name and a “popup” box will give you the rest of the information as it is in the database. Verify that the information is correct before selecting. If the available information from your party search is correct, select that party name from the list.

Search for a party

SSN

Last/Business name

Party search results

Sears

Sears
100 Roebuck Way
Washington, DC 31300
County: Thomas

Verify that the information is correct before selecting. If the available information is correct, click [Select name from list]

Party Information

Sears SSN:Unknown

Office Address 1

Address 2 Address 3

City Washington State

County Thomas Country

Phone Fax

E-mail

ProSe no Role

Party text

Role
Creditor (cr:cr)
Creditor Committee (ccrm:pty)
Cross Defendant (crd:pty)
Cross-Claimant (crc:pty)
Debtor (db:pty)
Defendant (dft:pty)
Examiner (ex:prf)
Financial Advisor (fa:prf)
Interested Party (intp:pty)
Interim Trustee (intr:pty)
Interpleader (i:pty)
blank (blank:)

The PARTY INFORMATION screen displays.

Complete all applicable fields.

In the role field, be sure to click the down arrow to display role types to choose from. Then highlight to choose the appropriate role of the party you are adding.

Click the [Submit] button.

The SELECT PARTY screen will display.

Select the Party:

[Add/Create New Party](#)

Next Clear

The newly added party should appear in the party selection screen of the event being processed. Highlight that party's name to select

Click [Next] button and proceed with the filing of your document.

NOTE: As an attorney user, you must add yourself as a party to the case, then pick yourself as the party filer when docketing the following events listed below. On the Party Information screen, be sure that the role type indicated is "Attorney (aty;pty)."

- ▶ Application For Compensation
- ▶ Motion To Withdraw As Attorney
- ▶ Motion To Substitute Attorney
- ▶ Itemization of Time
- ▶ Disclosure of Compensation of Attorney for Debtor

File a Motion:

[05-50112 Farmer Ford](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Attorney, Joanna(pty:aty) represented by Attorney, Joanna (aty)

Next Clear

Do not place a check in the box next to your name when docketing the events listed above.

NOTE: As a trustee user, you must add yourself as a party to the case, then pick yourself as the party filer when docketing the event listed below. On the Party Information screen, be sure that the role type indicated is “Trustee (tr;tr).”

- ▶ Appointment Rejection

Trustee action:

[05-50112 Farmer Ford](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Bea, Aunt(tr;tr) represented by Bea, Aunt (aty)

Do not place a check in the box next to your name when docketing the events listed above.